

12.14.2017 FRSBC Meeting #2

Members need to be sworn in and complete Conflict of Interest Training.

Present:

Nicole Singer, Anthony Delaney, Irene Dujovne, Maria Kopicki, Eric Nakajima, Heather Sheldon, Jonathan Salvon, Claire McGinnis, Kristine Royal, Diane Chamberlain

- Re-Vote for Chair - Eric nominated Nicole Singer for Chair

Unanimously approved.

- Paying Amherst media for membership so that meetings can be video-taped. Three memberships at \$35 each. Total \$105 to be paid.

- Adjusted agenda to address need for secretaries - Communications & Recording.

Recording:

Are we allowed to access committee budget to support payment of a notetaker?

Mr. Delaney will work to determine if allowed.

What was the process of last Building Committee?

Perhaps it is advisable to hire out for this service.

Communication:

Blog desired - web master duties could be shared with others, or perhaps a sub committee

Report on brainstorming session regarding communications:

School PGO email list, superintendent & school newsletter, school websites to include links to our work. Monthly update with summary of work. Email account that people can opt in to for regular updates as well as receive feedback from community members. Google form to sign up.

Translation would be necessary - what languages do we provide? Newspaper presence - guest columns for Gazette. Forums scheduled for discussion with the community.

Set goals for what our outreach. Make sure we think beyond school outreach - need to think about larger community - library, public spaces. Consider non-electronic connections to be sure those without access are able to learn about committee work. What's the OPM's role in communications? Limited - outreach is our role. Be sure we use plain language.

Sub-committee may be the best way to make these tasks manageable.

Pull budget out of the RFQ to begin creation of website? Concern that this may be very costly.

Perhaps use a server such as wordpress and modify as needed. Irene is willing to build a wordpress site. Cost is minimal - \$12- 18 per month.

Perhaps we can find another volunteer from the community to support this as well.

Larger issue - who owns the budget? \$250,000 of the town's money. How do we determine process to use the money or allocate funds. The town does have a credit card for purchases that are on-line only.

We would need to have proposal to be voted and then submit to the town for payment. IRENE will create proposal.

Volunteers for sub-committee for communications:

Heather Sheldon, Diane Chamberlain, Irene DuJoune. We may call on others to support this work, such as writing communications.

\*\*By next meeting, we will determine goals for communication & outreach - benchmarks to keep us on track and measure success.

Perhaps set up link on the town website seeking outreach for how the community would like to be informed.

Must be aware of open meeting law when communicating.

Does the committee get an email from the town? CLAIRE will ask.

Uni-directional is not violation of OML.

Internal communications? Table for later based on need.

Chair will post agendas.

Open Meeting Law - sharing of documents, web links, resources, etc. is allowed. If it is editorialized in any manner, then it violates OML. Public should have access to these types of materials as well.

Subcommittees must follow Open Meeting law.

Is communications work more task based and therefore a working group - need to follow up with definition of subcommittee vs. working group - ERIC will get clarity on the distinction.

Timely Review/Approval/release of Minutes:

Requirements are light. Des need to convey main ideas of conversation. Our expectation is to deliver significant information via notes.

Must remediate as soon as possible if you violate OML accidentally.

Cannot debate outside of session or engage in deliberation. This is to prevent impacting an upcoming vote. Complaints have strict policy for response.

Topics resulting from Public Comment - should be scheduled for next meeting.

We will not have executive sessions.

We must consider the needs for Pelham, Leverett, Shutesbury regarding posting of notices.

Cannot have a meeting without proper notice. Do not have to publicize votes, but it is best practice to be transparent.

Agendas must follow what is posted.

We communicate agenda items to the chair. Best practice to include committee planning on each agenda to set up future meeting items.

Discussion:

Operate on town funds or attempt to get in on MSBA process?

School Committee would have to vote on MSBA application. School committee and town concurred that we would not be pursuing MSBA support. Assumption, based on the sunset

clause, is out work is done once a recommendation is made. There is a general sense of urgency to see what conditions exist to address known concerns that exist currently. RFQ needs to be clear we are NOT building anything, just looking into feasibility.

We need an OPM & architect to support identification of our constraints and what we are looking for before getting to the level of GeoTech. Geotech informs the technical work, not what types of soils, etc. Architect needs to inform decision of where to core and explore. Typically, architect holds the sub contracts.

Previous RFS may not be applicable in this case (thank you for providing it Anthony).

Next course of action - put together RFQ (request for qualifications).

What is our criteria and qualifications?

We are charged with Building evaluation and site evaluation. Need to determine if this site is feasible for rebuild or remodel.

Environmental study remains an issue - is this from our budget or done by the school committee? There is a \$25,000 capital item for Wildwood. NICOLE will seek clarification.

Future agenda items:

Kristine Royale, Jonathan Salvon, & Maria Kopicki will work off-line to determine categories we need to work with

Must state items in need of repair/current state of the building. Town has this type of report.

ANTHONY will follow up with this. Seek old application form previous MSBA application.

Budget. (Committee can look at other building modifications to open classrooms). This can be shared prior to next meeting.

Send other items to Nicole. [singern@arps.org](mailto:singern@arps.org)

THURSDAY JANUARY 4th MEETING - 3:30 - 5:30. Will determine future meeting times then.